

CONTRACT FINANCING ADMINISTRATIVE RECORD

1. TYPE OF ACTION

☐ INITIAL

☐ REVIEW AND EVALUATION

SECTION A- (To be completed by ACO for both initial and Review & Evaluation type actions)

2. NAME OF CONTRACTOR

3. CONTRACT NUMBER

4. CONTRACT REVIEW DATE

5. CONTRACT PRICE

5a. THRU MOD. NO.

6. PROGRESS PAYMENT REQUEST NUMBER

ITEM

YES

NO

ITEM

YES

NO

7. IS CONTRACTOR'S ACCOUNTING SYSTEM ADEQUATE FOR PROPER ADMINISTRATION OF PROGRESS PAYMENTS (FAR 32.503-3)?
8. DO PROGRESS PAYMENTS AND LIQUIDATION RATES IN CONTRACT CONFORM TO FAR 32501-1 AND FAR 32.503-9?

9. DOES CONTRACT REQUIRE FIRST ARTICLE APPROVAL (FAR 52.209-3 AND FAR 52.209-4)?

10a. HAVE FIRST ARTICLE LIMITATIONS BEEN ESTABLISHED?

10b. FIRST ARTICLE LIMITATION AMOUNT:

SECTION B - (To be Completed by ACO for Initial Type Action Only)
See Risk Matrix in Progress Payments One Book Chapter for Risk Definitions/Assessment
High Risk = 3 points Moderate Risk = 7 Low Risk = 1

RISK CATEGORY

RISK RATINGS

JUSTIFICATION

PERFORMANCE

SCHEDULE

COST

TOTAL POINTS

2. CATEGORY CODE

CATEGORY I: 3 - 4 POINTS

CATEGORY II: 5 - 7 POINTS

CATEGORY III: 8 - 9 POINTS

14. REVIEW AND EVALUATION REASON ("X" the item which best represents the reason for requesting a review and evaluation)

☐ a. Periodic Review

☐ b. Contractor failure to comply with material requirement on contract

☐ c. Contractor failure to make progress

☐ d. Contractor financial condition unsatisfactory

☐ e. Inventory allocated to contract substantially exceeds reasonable requirements

☐ f. Contractor is delinquent in the payment of cost of performance of the contract in the ordinary course of business

☐ g. MOCAS generated

☐ h. Contractor has failed to make progress so unliquidated progress payments exceed fair value of work done on undelivered portion of contract

☐ i. Contractor realizing less profit than estimated profit used to establish alternate liquidation percentage

☐ j. Other (Specify):

15. CATEGORY CODE (Obtain from Item 12 of initial action record)

16. ACO SIGNATURE AND DATE (After signing, forward to Financial Services)

SECTION D- For Financial Services Use Only. Complete and return to ACO

17. CONTRACTOR'S PERFORMANCE AND FINANCIAL CONDITION

a. FINANCIAL SERVICES

☐ SATISFACTORY

☐ UNSATISFACTORY

b. PRODUCTION

☐ SATISFACTORY

☐ UNSATISFACTORY

c. EXPENDITURE (%)

d. PHYSICAL COMPLETION (%)

e. EVALUATOR'S SIGNATURE AND DATE

SECTION E- (To be completed by ACO after Section D is completed by Financial Services)

18. ACO DETERMINATION/DECISION ("X" the item which best describes the determination)

☐ a. RECLASSIFY CONTRACT

☐ b. REDUCE PAYMENTS

☐ c. SUSPEND PAYMENTS

☐ d. NO CHANGE IN CONTRACT STATUS REQUIRED

19. REVIEW COMPLETED (Signature and date)

SECTION F- REMARKS (Continue on reverse side if necessary)